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## UNOPA Notes, Volume 48, Issue 7, March 2010

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# UNOPA Notes

Set the Example

Volume 48 Issue 7

March 2010

## Special points of interest:

- UNOPA March Meeting
- Blood Donations
- Communication & Listening Skills
- Arnold Received Award from UAAD
- Keyboard shortcuts
- Central Area Conference

## Inside this issue:

Board of Directors	2
Spring Workshop on Communication	2
Floyd S. Oldt Award for Exceptional Service	3
Shortcuts for Windows Users	3
Calendar	4
Central Area/NEOPA Spring Conference Information Reminder	4

## Message from Our President

Peg Johnson

I'm excited to report that after our last business meeting in February, we turned in 80 pounds for the combined months of January & February to the Backpack & Food Bank programs. The wish list for March is 6 oz. cans of tuna packed in water. If we strive for the same amount of 80 lbs, we would only need 213 cans. Now that would be unbelievable! You are probably wondering if I'm delusional but in reality, life is about dreaming.

Our upcoming March business meeting should be very informative with a consultant from Richters-Brinkman Consulting Firm presenting on the New Downtown Arena Project. As you most likely are aware, the arena is such a hot topic for Lincoln right now; I hope you are able to take full advantage of this presentation.

At the February business meeting, Joyce Halvorsen, a representative from the Nebraska Community Blood Bank, presented. I would like to share a couple of points with you from the presentation: 1) one pint of blood can save three lives and 2) 60

minutes is how long the entire process to donate takes, from the time you sign in to when you leave after you finish all your cookies and juice (it takes about 5-10 minutes for the actual donation). Joyce suggested that even if, for whatever reason, you are unable to donate blood, you can be a cheerleader for the ones who can.

I hope you were able to take advantage of the Communication Skills for Everyone Workshop, as well as the open house the Toastmasters Club held on city campus – both were held in February. We also have the 4<sup>th</sup> Annual PSP Luncheon in March, plus the upcoming workshop for Central Area/NEOPA Spring Conference in April.

Have you checked out the sessions for the National Association of Educational Office Professionals Conference in July? I'm really excited about the presenters and their topics. In fact, I will be utilizing the educational credits this year! If you check in on Sunday, July 4, maybe I'll get a chance to say "hi" since I'll be one of the workers at the registration desk. It will be fun to see how many participants check in on the first day!

## It's All in the Numbers

Our February meeting focused on the heart. Joyce Halvorsen was our speaker for the luncheon on February 9th. Joyce is from the Nebraska Community Blood Bank (NCBB). She shared some very interesting facts with us about the blood bank and donating blood:

- 4,500,000 — Number of people who were given a second chance last year because of volunteer blood donors.
- 90% — Population that will have received blood by age 75.
- 60 — Minutes it takes to donate blood.
- 17 — Minimum age to be a blood donor.
- 12 — How many hospitals depend on NCBB donors for their blood supply.
- 5 — Number of blood donors per 100 people.
- 4 — Number of NCBB locations.
- 3 — Number of patients one blood donor may help each time they donate.
- 1 — Number of people needed to save a life.
- 0 — Substitutes for blood or a blood donor.



**UNOPA Mission Statement:** Education is the birthright of every person. We, as members of the University of Nebraska Office Professionals Association, pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and community.

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## UNOPA March General Meeting

### UNOPA March General Meeting Tuesday, March 9, 2010

11:45 a.m.

107 Hardin Hall Auditorium



### RichtersBrinkman Consulting Firm

New Downtown Arena Presentation

Jennifer Brinkman



Support Our Community - Please Bring  
6 oz can of Tuna in water

Menu: Dairy Store  
Assorted finger sandwiches & wraps,  
meat/cheese/cracker tray, veggie tray, fruit tray,  
chips & dessert plus a block of cheese to take  
home \$9.00

## Communication Skills are Focus for Spring Workshop



By Debbie Hendricks

UNOPA's Fall 2009 workshop sprung into the spring semester with around 30 individuals braving the cold weather to listen to Kate Rempfer (pictured at the right) on the afternoon of February 19. Originally scheduled to be held on December 9, but cancelled because of bad weather, "Communication Skills for Everyone" was held in the Nebraska Union. Kate Rempfer is an Instructor and Speech Center Consultant for the School of Communication at the University of Nebraska at Omaha.



Ms. Rempfer proved to be a very interesting and worthwhile speaker. Her presentation focused on how we communicate, listening to be heard, and giving and receiving feedback. Participants had the opportunity to assess their own communication skills and learned that listening is one of the most important aspects of communicating with each other. The listening assessment was an eye-opener for many people and the small group activity was entertaining as well as enlightening.

The positive evaluations that participants completed tell us that much more was gained from this workshop than just the approved three in-service hours towards a PSP certificate. Individuals actively learned valuable skills that we can take back to the office and use in our everyday work.

Many thanks to Kate Rempfer for sharing with us!



## UAAD Awards Floyd S. Oldt Award for Exceptional Service & Dedication

by Gretchen Walker  
Photo by Brett Hampton

Linda Arnold, a UNOPA Past President and an Administration Associate in the Office of the President/Vice Chancellor for IANR, received the Floyd S. Oldt Award for Exceptional Service and Dedication to the University at the University Association of Administrative Development (UAAD) Founder's Day Celebration, February 17, 2010.

The Floyd S. Oldt Award was established in 1992 from a bequest by University of Nebraska alumnus Floyd S. Oldt who graduated in 1920. Oldt was a superintendent of Abel Construction Co. in Lincoln before moving to Dallas, TX, where he became a prominent general contractor. Oldt was a generous contributor to many humanitarian and civic organizations. This award honors UNL employees in a managerial/professional position for exceptional service and dedication to UNL.

Linda M. Arnold was born and raised in David City, NE. She came to the "big city" of Lincoln to attend Lincoln School of Commerce (Kaplan University). Linda completed courses at 10 a.m. on May 24, 1967, and started at the University of Nebraska–Lincoln in the Personnel Department (Human Resources) at 11 a.m. the same day. She has always worked in administrative areas at the University - Personnel, Accounting, Comptroller's Office, Chancellor's Office, and within IANR since 1981. Linda has been fortunate to work with good people all along the way.

Linda is married to supportive husband, Chuck, and they will celebrate 40 years July 11, 2010. Linda and Chuck have two great children, son – Chris, married the girl of his dreams, Julie, in May 2009; and daughter – Michelle, will marry the man of her dreams, Zach, in August 2010.

"No two days are ever the same at my desk and I always have multiple "bosses" helping me," says Arnold. A memorable event at the University for Linda was the day she received her 40 year service award. The recognition was at the Lied Center, and she was the second 40-year recipient to be recognized (having her last name start with A does that for her). Chancellor Perlman called her name to walk across the stage to receive her pin and a group of co-workers from IANR let out a cheer. "It was a good feeling," stated Arnold.

Please congratulate Linda the next time you see her!



Vice Chancellor John Owens presents Linda Arnold with UAAD Award for Exceptional Service & Dedication

Happy St. Patrick's Day!



Thank You!

*I would like to thank everyone for their cards of support and sympathy with the recent passing of my husband.*

*Thank you,  
Jan Kohler*

## Did You Know!

### Windows program key combinations

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic



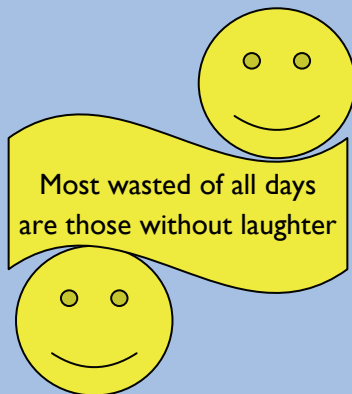
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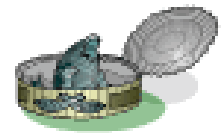
## Calendar

- March**
- 2 Board Meeting
  - 5 Rose Frolik nominations due
  - 9 UNOPA General Meeting  
Jennifer Brinkman, RichtersBrinkman Consulting Firm
- April**
- 6 Board Meeting
  - 13 UNOPA General Meeting  
Rose Frolik Award and Past Presidents Luncheon
  - 23-24 Joint NEOPA Spring Conference and Central Area  
Professional Development Day
- May**
- 4 Board Meeting
  - 11 UNOPA General Meeting and Installation

### Support Our Community Project:

We will be collecting the following at the General Meetings:

- March — 6 ounce cans of Tuna in water
- April — 16 ounce bags of White Rice
- May — 16 ounce cans of Refried Beans



### JOIN US in Lincoln, Nebraska

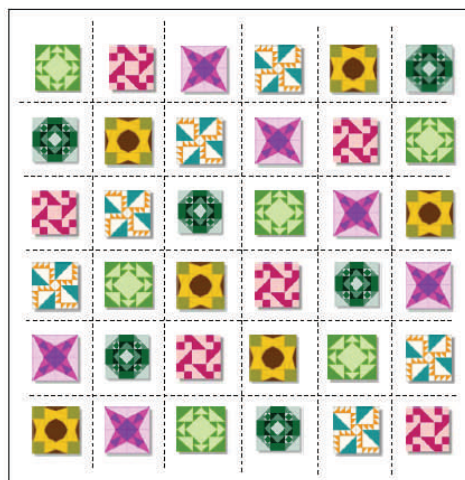
on April 23-24, 2010

at the Holiday Inn Downtown

for the NEOPA Spring Conference/Central Area Professional Development Day



### *Piecing Together Your Professional Career!*



#### SPEAKERS:

**Michelle Roggasch**  
*"Communication Quilt: All the Pieces for Success"*

**Nancy Myers**  
*"Team Building"*

**Nanette Shackelford**  
*"Ethics in Business"*  
*"Escape from Meeting Hell: Running a Productive Meeting"*

**Deborah Smith-Howell**  
*"Effective Public Speaking"*

**REGISTER NOW!**  
at <http://neopa.unl.edu>

**Deadline: April 9**

